



**OFFICE OF THE SUPERINTENDENT
HARRISON PUBLIC SCHOOLS
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MAUREEN KROOG, Ed.D.
*Acting Superintendent of Schools
Director of Curriculum and Instruction*

JAMES P. DORAN, Ed.D.
*Director of Personnel/Human Resources/
Compliance and Crisis Management*

MEMO TO: **ALL HEA MEMBERS**

FROM: James P. Doran, Ed.D.
Director of Personnel/Human Resources/
Compliance and Crisis Management

Karen Greene-Pace
President, HEA

DATE: September 1, 2022

RE: **TUITION REIMBURSEMENT – Update**

As per the Agreement entered into between the Harrison Board of Education and the Harrison Education Association, a tuition reimbursement plan of \$8,500.00 per semester, effective the Summer 2022 semester of the 2022-2023 school year has been allotted to members of the HEA (see ARTICLE VIII, Section E of the HEA contract). Tuition reimbursement is to be divided equally between all members taking a graduate level course and receiving a grade of “B” or better. In addition, courses must have prior approval by the Superintendent and the credit cost shall not exceed that of the cost per credit at New Jersey City University, Graduate Education Program. All members must submit the attached Tuition Reimbursement form.

For budgetary purposes, please adhere to the following timelines:

Courses for **Fall Semester** – Submit courses for approval to Superintendent **by the first day of school for teachers, in September of the current school year.**

Upon completion of courses, grades/transcripts must be received by **January 30th.**

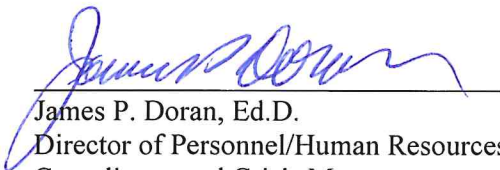
Courses for **Spring Semester** – Submit courses for approval to Superintendent by **December 1st.**

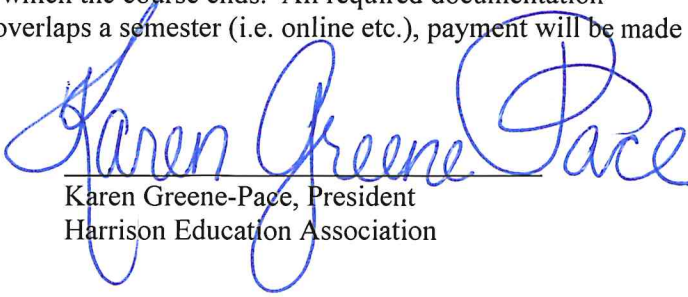
Upon completion of courses, grades/transcripts must be received by **June 30th.**

Courses for **One Summer Session** – Submit courses for approval to Superintendent by **May 1st.**

Upon completion of courses, grades/transcripts must be received by **August 31st.**

Online Courses – Due to the differences in start and finish time for online courses, applications must be received by the Superintendent **at least three (3) weeks prior to the beginning of the course.** The course will be counted for reimbursement for semester in which the course ends. All required documentation procedures remain the same. For coursework that overlaps a semester (i.e. online etc.), payment will be made in the semester that the course officially ends.


James P. Doran, Ed.D.
Director of Personnel/Human Resources/
Compliance and Crisis Management


Karen Greene-Pace, President
Harrison Education Association

JPD/KGP:cm
Attachment
C: D. Choffo, SBA/BS

HEA/HBOE TUITION REIMBURSEMENT APPROVED GRADUATE COURSES

Part I – Prior Approval – Attach College Course Description

Certified staff applicant: _____

School: _____

Date of Application: _____

College/University Attended: _____

Rate per credit hour: _____

Please supply one copy to the superintendent and one to the HEA secretary

Graduate Course

Course Information	
• Course name: _____	Course number: _____
• Credits: _____	
• Dates: _____	to _____
• Applicant's signature: _____	date: _____
• Principal's signature: _____	date: _____
• HEA signature: _____	date: _____
• Superintendent's signature: _____	date: _____
• Approval granted: _____	
• Approval denied: _____	

KGP

HEA HBOE approved graduate course

PART II – To be completed upon COMPLETION of the course

Tuition receipt
<ul style="list-style-type: none">• Attach necessary document
Grade report
<ul style="list-style-type: none">• Attach necessary document
Applicant Signature
<ul style="list-style-type: none">• _____• Date: _____
Superintendent's Approval
<ul style="list-style-type: none">• _____ <p>Date: _____</p>
Amount
<ul style="list-style-type: none">• Amount is to be divided EQUALLY among all confirmed applicant's PER SEMESTER (Fall, Spring, ONE Summer Session) and the credit cost shall not exceed that of the cost per graduate education credit at New Jersey City University.
Amount Granted
<ul style="list-style-type: none">• The amount of \$8,500. was divided equally among _____ confirmed candidates.• Your allowable amount is _____ for the _____ semester.